

CITY OF HAYWARD
CITIZENS ADVISORY COMMISSION

BY-LAWS

ARTICLE I
PURPOSE

SECTION 100. The purpose of this Commission is to advise the City Council on the social aspects of physical planning, to draw upon the experience and skills of community leaders to supplement the work of local government officials, to support community improvement goals, to help solve community problems, and to serve as the citizens' review mechanism on federally financed or aided projects.

SECTION 101. The principle responsibilities of this Commission are advisory to the City Council in community development. The Commission shall make policy recommendations regarding, but not limited to, Community Development Block Grant allocations and advocate improved planning methods of community development delivery and resource allocation.

ARTICLE II
POWERS AND DUTIES

SECTION 200. The Citizens Advisory Commission ("CAC") as an advisory body to the City Council shall have to power and duty to:

- (1) Adopt rules and regulations for the conduct of its business and for the time and place of its meetings. Any such rules and regulations shall be published and made available to the public.
- (2) Inform themselves of their community's renewal activities.
- (3) Assist in developing objectives and goals.
- (4) Inventory community resources for accomplishing these objectives.
- (5) Learn and pursue the methods of achieving the goals.
- (6) Serve as a medium for bringing private resources into the program.
- (7) Perform other related duties as directed by Council.

SECTION 201. FUNDING RECOMMENDATION RESPONSIBILITY

(1) Solicit proposals for Community Development Block Grant ("CDBG") funding by announcement of the availability of funds, development of application guidelines, and publication of policies and criteria (Commission and staff recommend, Council approves).

(2) Review criteria used to make funding recommendations.

(3) Establish funding levels of applicant programs.

(4) Prepare and submit priority recommendations to City Council (staff prepares, Commission reviews and approves).

(5) Commission also reviews staff recommendations prior to making its own final recommendations.

SECTION 202. EVALUATION RESPONSIBILITY

(1) Review all evaluation reports.

(2) Question issues raised in reports.

(3) Request evaluations if special conditions apply
-imminent defunding and no previous supportive evaluation
-possible new funding based on quality of programs

(4) Apply the evaluation information based on the liaison visit, staff liaison contact and monitoring reports in order to formulate funding decision.

(5) Hear reports, presentations and appeals from programs.

SECTION 203. LIAISON GOALS

(1) Gain familiarity with programs.

(2) Gain familiarity with the program's objectives, services and client profile (does not include examination of program records).

(3) Gain familiarity with the program's operational procedures to include: project initiation, delivery of service, project completion, service delivery levels and any other appropriate information.

(4) Attend Board meetings as observer if desired.

(5) Observe program office at work if appropriate (focusing on program activity level and program environment).

ARTICLE III
MEMBERS

SECTION 300. The Hayward CAC shall consist of fifteen (15) members, who have shown themselves qualified, by evidence of previous experience and involvement in the social aspects of physical planning. In nominating and appointing said members, the City Council shall make every reasonable effort to insure that a wide cross section of community groups and/or interest areas are represented:

SECTION 301. In order to be eligible for appointment to the Commission, a person shall be a qualified elector of the City of Hayward. The members of the Commission shall be appointed by the City Council.

SECTION 302. By City Resolution 73-235 C.S. the City Council established a policy of a limitation of not more than two and one-half (1/2) consecutive full terms of four years apiece on any one board or commission for service thereon by members thereof.

SECTION 303. In City Resolution 87-323 C.S. the City Council repeated and implemented Section 905 of the City Charter:

(1) DECLARING VACANCIES. If a member of a board or commission absents himself from three consecutive regular meetings of such board or commission, or is convicted of a crime involving moral turpitude, or ceases to be a qualified elector of the City, his office shall become vacant and shall be so declared by the Council.

(2) EXCUSED ABSENCE. Boards and commissions shall not excuse or otherwise grant permission to their members to be absent from any regular meeting of the board or commission.

(3) ATTENDANCE. The City Council shall review the attendance records of all board and commission members in May of each year. Unless extraordinary conditions exist, the City Council shall remove all board or commission members who have not attended at least 75 percent of the meetings of the board or commission upon which they serve which are subject to the Brown Act.

If a Commissioner misses two consecutive meetings, the Library and Neighborhood Services Department will notify the City Clerk of said absences. The City Clerk will notify the Commissioner in writing (per Council direction) reminding them of the two consecutive meetings missed and that one more meeting missed will result in automatic removal from the board or commission.

After three consecutive absences or in the event attendance at 75 percent of meetings is not maintained, the Office of the City Clerk will notify the Mayor either of the automatic vacancy or recommending the Commissioner's office be declared vacant because of

attending less than 75 percent of meetings and requesting that an appointment be made to fill the vacant office.

ARTICLE IV OFFICERS

SECTION 400. The Commission will elect the Chairperson and Vice-Chairperson at the June meeting and install them at the July meeting of every year to serve a term of one year or until their successors have been elected. Elected officers may succeed themselves once.

SECTION 401. The Chairperson shall appoint a Parliamentarian at the July regular meeting. The Parliamentarian shall have the duty to advise the Chairperson on points of parliamentary law, and give similar advice to the Commission when requested.

SECTION 402. The Chairperson shall appoint a Historian at the July regular meeting. The Historian shall have the duty to advise the Chairperson on points of past Commission recommendations, policy and actions. The Historian shall document any points of practice by Commission Summary Notes or other reliable source.

ARTICLE V DUTIES OF OFFICERS

SECTION 500. The Chairperson shall preside at the regular and special called meetings of the Commission and shall report directly to the City Council on all recommendations of the Commission. He or she shall perform all duties incident to his or her office and such other duties as may be required by the Hayward City Charter, Hayward Municipal Code, City Council Resolutions, and these By-Laws. The Chairperson shall appoint all committees and shall be an *ex officio* member of all committees.

SECTION 501. The Vice-Chairperson, in the absence of the Chairperson, or in the event of the Chairperson's inability or refusal to act, shall perform all the duties of the Chairperson, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chairperson.

SECTION 502. In the absence of the Chairperson and Vice-Chairperson, the Parliamentarian shall preside at the regular or special meeting.

ARTICLE VI MEETINGS

SECTION 601. The regular meetings of this Commission shall be held on the third (3rd) Wednesday of every month. All agendas for the CAC shall be posted at least seventy-two (72) hours before each regular meeting in the manner set forth in the Rules and Regulations of the CAC.

SECTION 602. The annual dinner meeting of the Commission shall be held on the third (3rd) Wednesday of June each year.

SECTION 603. SPECIAL MEETINGS; CALL; NOTICE. A special meeting may be called at any time by the presiding officer or a majority of the Commission by delivering personally, or by mail, a written notice. All members shall be notified at least forty-eight (48) hours prior to the Special Meeting. The call and notice shall specify the time and place of the Special Call Meeting and provide a copy of the agenda. All agendas for Special Call Meetings shall be posted at the place designated by City Council.

SECTION 604. The affirmative or negative vote of a majority of the entire membership of this Commission shall be necessary for it to take any action, except to adjourn. Each member of the Commission shall be entitled to one vote on all matters brought to a vote during a regular or special meeting at which the member is present. The quorum for a regular or special meeting shall be a majority of the entire membership of this Commission.

ARTICLE VII AMENDMENT

SECTION 701. Proposed amendments of these By-Laws may be submitted in writing by any Commission member at a regular or special meeting. A copy of the proposed amendments shall be furnished to each Commission member at least 45 days prior to adoption or rejection. Approval by a two-thirds (2/3) affirmative vote shall constitute adoption of the amendment.

ARTICLE VIII COMMITTEES

SECTION 801. The Forum Committee shall coordinate with staff the CAC's annual outreach event. This committee will consist of all new Commission members and those members whom the Chairperson deems necessary to serve.

SECTION 802. The Application Review Committee ("ARC") shall consist of five Commissioners. The duties of the ARC are reviewing the applications for CDBG funds, interviewing all applicants, and developing recommendations of funding for the CAC.

SECTION 803. The Dinner Committee shall consist of one Commissioner. More Commissioners may be appointed if the Chairperson deems necessary. The Dinner Committee shall present to the Commission location and menu options, make the reservations, and arrange for payment.

SECTION 804. The Nominating Committee shall consist of three Commissioners. The Nominating Committee shall present to the Commission its recommendations for Chairperson and Vice-Chairperson for the next fiscal year.

SECTION 805. As deemed necessary, other Ad Hoc Committees may be appointed. These committees shall consist of three to five Commissioners.

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